

Community Center Commission Minutes
Regular Meeting January 11, 2022

8 Simpson Street
Newtown, CT 06470
Meeting Room

Meeting held in person and remotely via Google Meet due to COVID-19 precautions

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE COMMUNITY CENTER COMMITTEE

Present: Matt Ariniello, Kinga Walsh, Fred Taylor, Doria Linnetz,
Cheyanne Wirtz, Eleanore Cruwys-Hayes and Filippo Formica

Absent: Jeff Tousignant and Bill Manfredonia

Meeting was called to order at 6:33pm by Kinga Walsh.

Salute to the Flag

Public comment

Introduction of new High School and Middle School Student Representatives

Chair Walsh introduced the High School Representative, Sadie Gureasko-Moore and Middle School Representative, Alesha Rizwana. She thanked and welcomed both students.

Approval of Minutes from 11/16/21 Meeting

Fred Taylor made a motion to approve the minutes from the November 16, 2021 meeting. Doria Linnetz seconded. All in favor and motion passes.

Financials:

Mr. Ariniello reported Membership earned \$58,562. Total revenue earned last month is \$155,341. The Center saw \$89,819 in total expenses. The Center is currently at \$275,202 YTD total revenue over expenditures. The Light Show brought in overall \$35,000, which is a shared profit with the Chamber (Mr. Ariniello expects the Center to net ~\$12,000 from that event). Regarding Friends of the Community Center, the bank account is ~\$34,000. The Center received a generous donation of \$10,000 on behalf of the Better Day Cafe. Mr. Ariniello submitted the Center's annual report to GE and received the annual donation. The Center's General Fund totals ~\$3,726,000.

Director's Report

General Update

Mr. Ariniello thanked the Community for participating with the Giving Tree. The Center sponsored four families and collected nearly fifty items for Christmas. The Light Show garnered roughly 6,000 participants and earned ~\$12,000. Membership is currently at 1839 units with 5000+ members. Mr. Ariniello noted there will be a new pottery class next month as well as a new kayaking class with 18 participants already registered. There is a sneak-peak for Summer Camps coming soon and registration for Race-for-Chase will happen in March (there is an ongoing grant for this program). Swim lessons had 27 persons on a waitlist and all have been moved into active lessons. Mr. Ariniello and his staff have encouraged members to wear masks due to the variant. He has struggled with some staffing issues due to Covid as well. Generally, there have been some cancelled memberships as well as some on hold. There was a swimsuit spinner donated to the men's locker room and the Center purchased one for the women's and family locker rooms. Friends of the Community Center are working on Fairfield County Giving Day, which is on February 24th. Donations collected will be put towards scholarships. Mr. Ariniello and his team plan to show their appreciation for members during the week of February 14th by hosting some fun and free activities.

Commission member, Fred Taylor, will be working with Mr. Ariniello regarding a golf tournament (more details to come). The Town's American Rescue Plan (ARPA) town group met last night with all of the Town's departments' requests including the Center's for the patio and other projects. Mr. Ariniello to forward the final list being used once received. Mr. Ariniello has investigated adding handicap buttons for the family, men's and women's locker room doors, which is projected to be \$6,000 for the Center. This may be covered by ARPA. Weekend custodial help has been somewhat of a concern. Mr. Ariniello talked with the director at Edmond Town Hall to discuss ways to share their staff to help.

Facility Update:

Mr. Ariniello reported he is awaiting subrogation on the soffits. To date, \$250,000 was used from GE donations and half of that was to cover the soffits. The balance was spent on employee expenses prior to opening. The Center is nearing completion of the WiFi upgrade.

Discussion and possible action on proposed FY23 Community Center Budget for inclusion in the Newtown Budget Process (see attached)

Mr. Ariniello noted 72% of members are Newtown residents. There were over 25,000 check-ins from members alone. The proposed budget reflects an increase of +.85% from last year for expenses and a +12% increase in revenue. The expense increase is mainly due to part-time salaries and the minimum wage increase. Regarding revenue, the goal is to bring in ~\$600,000 in memberships alone. Rental income is projected at \$38,000. Aquatic programs are coming in higher than previously expected; therefore, a projection of \$185,000 in revenue is listed. Interest on investments will be ~\$40,000 due to increase in interest rate. Special events revenue \$20,000. Better Day Café \$8,000. Mr. Ariniello will speak to Nuvance Health to discuss options to continue to receive the soon-to-end \$10,000 donation but into other areas of the Center (currently it supports the water aerobics). As for expenditures, there is a \$26,702 increase for full-time salaries due in part to the future separation of the now-shared program coordinator (with the Senior Center). Part-time staff increased to \$309,500 (this includes in part the minimum wage increase from \$13/hr to \$14/hr and the addition of an Office Assistant +\$11,000). Group insurance has decreased. Overall decrease in office supplies. Program supplies have increased \$1,000 to add items for summer programs. Pool supplies \$16,000. \$15,000 for special events. Capital line item \$42,000. A more detailed report can be seen on the attached documents. Doria Linnetz thanked Mr. Ariniello for his work towards the budget and commented that it looks good. Filippo Formica commented that he would like the budget looked at by Jeff Tousignant and Bill Manfredonia.

Kinga Walsh made a motion to approve the proposed FY2023 and share with Jeff Tousignant and Bill Manfredonia for comments. Fred Taylor seconded. All in favor and motion passes.

"Sip & Shop" December Fundraiser Recap

Mr. Ariniello reported this was a very successful event earning \$9,400 with 350 participants. The event was well received by all. Mr. Ariniello thanked all who participated.

Co-Chair Nominations and Vote

Tabled

Cheyenne Wirtz made a motion to adjourn at 7:50p. Seconded by Fred Taylor . All in favor and motion approved.

Respectfully submitted,
Kiley Morrison Gottschalk, Clerk

Attachments:

Membership Update
NCC Financials

Newtown Community Center
Membership Count – December 2021

Membership Category	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec
Annual Adult	22	21	20	22	22	17	19	21	21	20	19
Annual Family	68	68	72	69	70	69	74	78	77	74	79
Annual Senior Couple	22	22	22	22	21	19	19	20	21	21	20
Annual Senior	37	36	40	47	47	42	41	49	46	39	37
Annual Single Parent Family	9	11	11	11	11	13	14	15	14	13	13
Annual Youth/ Teen	2	2	3	3	3	3	3	3	3	1	1
Monthly Adult	148	149	152	159	173	161	166	177	179	160	160
Monthly Family	642	694	702	722	758	775	799	818	825	822	838
Monthly Senior Couple	71	76	76	72	79	83	86	91	91	91	96
Monthly Senior	258	265	268	266	280	275	285	313	346	322	328
Monthly Single Parent Family	101	104	113	116	129	131	134	139	143	136	143
Monthly Youth/ Teen	69	61	64	64	70	64	62	70	62	56	53
Volunteer First Responders	8	7	9	10	10	14	14	8	8	9	10
Volunteer First Responder Family	8	7	16	18	18	18	24	27	27	28	28
Employee Membership	6	6	6	8	9	12	12	12	12	13	13
College Membership Special	0	0	1	3	7	3	0	0	0		1
Membership Units	1471	1,529	1,575	1,612	1,707	1,699	1,752	1841	1875	1805	1839

Total Members 4,246 4,527 4,689 4,829 4,856 4,975 4,936 5,058

Scholarships Awarded 4 3 5 3 7 0 1 0

Newtown Community Center - Special Revenue Fund						
	2019-2020	2020-2021	2021-2022		2022-2023	
	Actual	Actual	Approved Budget	Actual up to 12/31/2021	Director Request	Committee Approved Budget
Revenues:						
Federal Grants	-	-	-	24,870		
State Grants	-	2,691	-			
Rental Income	21,067	23,417	30,000	22,212	38,000	
Other Grants	10,000	-	-	13,500		
Charges for Programs	65,090	115,366	88,000	216,577	220,000	
Charges for Aquatic Programs	125,414	157,258	160,000	126,425	185,000	
Membership Fees	366,343	491,195	514,224	328,094	565,000	
Interest on Investments	21,153	2,040	22,000		40,000	
Misc. Revenue/Spec. Events	-	8,021	15,000	35,933	20,000	
NCC-Childcare	-	90,226	-			
Income-Community Café	11,405	6,249	8,000	2,392	8,000	
Donations	34,607	82,909	50,000	64,061	50,000	
Donations-GE	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	
Scholarships	-	-	-			
Transfers In	75,000	119,444	-	2,271		
Revenues Total	1,730,079	2,098,816	1,887,224	1,836,335	2,126,000	-

Newtown Community Center - Special Revenue Fund						
	2019-2020	2020-2021	2021-2022		2022-2023	
	Actual	Actual	Approved Budget	Actual up to 12/31/2020	Director Request	Commission Approved Budget
Expenditures:						
Salaries & Wages - Full time	210,758	228,193	263,200	123,390	289,902	
Salaries & Wages - Part Time	141,772	258,987	282,000	122,786	309,500	Increase of 9.75%
Salaries & Wages - Seasonal	-	-	-	-	20,000	Summer Camp
Salaries & Wages - Childcare	-	37,312	-	-	-	
Group Insurance	62,449	62,770	54,188	26,870	52,975	
Social Security Contributions	26,472	38,075	44,000	22,891	46,025	
Retirement Contributions	9,810	11,456	13,000	6,537	15,037	
Fees & Professional Services	2,078	9,984	1,500	628	-	
Marketing	22,578	2,091	4,000	1,393	4,000	
Water/Sewers	41,041	45,795	40,000	12,781	40,000	
Repair & Maintenance Svcs	24,112	31,574	26,500	11,234	26,500	
Copier Leasing	4,088	-	4,000	-	4,000	
Contractual Svcs	45,192	71,304	79,000	51,525	88,000	
Dues, Travel & Education	2,572	3,178	5,000	1,163	4,000	
General Supplies	13,169	14,365	10,000	8,234	11,250	
Office Supplies	8,144	4,187	5,750	1,127	5,000	
Program/Recreation Supplies	9,597	10,645	10,000	7,150	11,000	
Pool Supplies	14,143	24,648	20,000	4,339	16,000	
Community Events/Special Events	3,071	28,174	15,000	18,899	15,000	
Childcare/NCC	-	2,079	-	-	-	
Energy-Natural Gas	78,349	52,262	54,000	21,305	45,000	
Energy-Electric	108,183	108,735	90,000	48,406	94,000	
Community Café	14,857	5,570	-	-	-	Grant Funded
Equipment	7,590	7,550	9,000	-	8,000	
Capital	224,454	117,666	125,500	6,800	42,000	
Credit Card Charges	-	-	-	20,616	35,000	
Other	15,434	26,902	25,000	-	-	
Expenditures Total	1,089,913	1,203,502	1,180,638	518,074	1,182,189	-
Revenues over Expenditures	640,167	895,314				
Beginning Fund Balance	913,520	1,553,687	2,449,001			

Group Insurance; Social Security Contributions; Retirement Contributions: Group Insurance – This amount includes medical benefits, life insurance and long term disability. The medical benefit piece reflects the amount charged by the Medical Self Insurance Fund for the employer's share of employee medical benefit costs. See the Medical Self Insurance Fund section, starting on page 293 (of the town budget document), for a breakdown of medical benefit costs and the distribution of costs to the various departments. The life insurance piece reflects the cost of the life insurance benefit per union contract. The long term disability piece reflects the cost of the long term disability benefit per union contract.

Social Security Contributions – this amount reflects the employer's share of the Social Security and Medicare federal retirement program (Federal Insurance Contributions Act). The employers share is 7.65% of payroll (including overtime). 6.2% is for Social Security and 1.45% is for Medicare. Retirement Contributions – this amount reflects a portion of the annual required contribution (ARC) that is need to properly fund retirement benefits for full time staff. The ARC is expressed as a percent of payroll.

Repair & Maintenance: This contains contracted services in annual and preventative maintenance as well as onsite and local repair response. Contracts included in the line item are garbage removal, floor mats, security, electronic building access and alarms, pest control, fire alarms, kitchen suppression systems/ hood ventilation/fire extinguishers, This line item includes day to day maintenance and repair costs.

Pool Supplies: Covers the cost of chlorine, acid remover, (CO2, DE and UV Light replacements). This cost covers any needed new materials towards skimmers, rescue tubes and other water safety materials.

Community Events: This includes participation in events sponsored by organizations in an effort to promote the Community Center. Covered is also any service projects and Free events that enhance our community (ex. Dive in Movies, Lunches with Love, Valentines for Vets, Annual Giving Tree to support Social Services and the Newtown Fund, Food Drives etc.) Included in this line item is the cost for Fundraising events.

Dues, Travel and Education: : Consists of Education and training costs. Also considered is certifications for our Aquatics Director (Red Cross) and Certified Pool operator certifications. Annual Staff Inspections by the Red Cross. Seminars, workshops and staff meetings. Membership dues to Aquatics organizations, Connecticut Recreation and Parks Association, Chamber of Commerce and other like organizations are included. . To maintain the high level of training to be a Lifeguard, and to maintain state certifications, training is scheduled for all Lifeguards throughout the year which is reflected.

Contractual Services: This line item supports our independent contractors. Our Health and Wellness Instructors (ex. Yoga, Pilates, Zumba, Belly Dancing etc.), Housekeeping Services and marketing services.

<u>Contractual Services</u>	<u>2022-23</u>	<u>2021-22</u>
Housekeeping	43,000	40,000
Program Instructors	26,000	23,000
Marketing Assistance	11,000	11,000
Independent Contracts	8,000	5,000
	88,000	79,000

Office Supplies: Office supplies include the purchase of reservation software, staffing software, constant contact email distribution service, Zoom accounts, First Aid Supplies and membership key tags. Also included is uniforms for Welcome Desk Staff, instructors and Lifeguards.

General Supplies: Includes the cost of toiletry items (paper towels, toilet paper) for bathrooms, required soap and shampoo, and building cleaning supplies.

Capital:

Any facility upgrades are categorized under this line.

NewtownCommunity Center Budget Worksheet

Revenues	FY 2022			Actual	FY 2021 FORECAST			Forecast	Forecast
FY22 Forecasted	Budget	Adjusted	DEC Actuals	YTD	December	January	February	March-June	2022
Federal Grants	0			24,870					
State grants	0	10,000							0
rental income	30,000	30,000	3,575	22,212	4,000	2,000	2,000	8,000	38,000
other grants	0	42,000		13,500					42,000
charges for programs	88,000	208,000	23,692	216,577	18,000	15,000	25,000	60,000	153,000
charges for aquatic programs	160,000	185,000	21,685	126,425	18,000	7,000	20,000	50,000	91,000
membership fees	514,224	530,000	58,562	328,094	52,000	57,000	55,000	200,000	530,000
interest on investments	22,000	5,000							5,000
misc rev/special events	15,000	33,000	35,055	35,933	25,000	500		3,000	30,500
ncc-childcare	0								
income - café	8,000	8,000	580	2,392	500	450	600	1,200	3,075
donations	50,000	50,000	17,439	64,061		250	2,500		50,495
scholarships	0							0	
transfers in	0			2,271					
TOTAL	887,224	1,101,000	155,341	836,335	114,500	68,900	105,000	364,200	940,070
GE Donation	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000				1,000,000
TOTAL WITH GE DONATION:	1,887,224	2,101,000		1,836,335					1,940,070
Expenses	FY 2022			Actual	FY 2021 FORECAST			Forecast	Forecast
FY21 Forecasted	Budget	Adjusted	December	YTD	December	January	February	March-June	2022
Salaries full time	247,643	263,200	16,609	123,390	20,295	20,295	18,710	152,128	263,200
salaries part time	264,500	282,000	18,826	122,786	20,300	20,300	19,000	168,000	282,000
salaries seasonal**	0			0				0	0
salaries childcare**	0		3,146	40,401				0	40,401
group insurance	54,188	54,188	4,455	26,870	4,511	4,511	4,511	27,066	60,000
ss contributions	39,265	44,000	2,896	22,891	3,500	3,000	3,250	11,000	43,641
retirement contributions	13,000	13,000	904	6,537	931	931	931	7,303	13,000
Special Events			1,339	17,294					
fees & prof services	1,500	1,500		628					1,500
marketing	4,000	4,000	350	1,393	250	500	650	750	3,543
water/sewers	34,000	40,000		12,781			10,000	20,000	40,000
repair & maint services	26,500	26,500	4,002	11,234	3,000	3,000	3,000	12,000	23,234
copier leasing	4,000	4,000		0				4,000	4,000
contractual services	64,000	79,000	6,054	51,525	5,000	8,000	5,000	26,032	75,000
dues, travel & education	5,000	5,000	731	1,163	150	300	250	3,000	5,000
general supplies	10,000	10,000	2,528	8,234	600	800	250	1,500	11,384
office supplies	5,750	5,750	1,127	1,847	150	150	250	2,000	4,500
program/rec supplies	8,500	10,000	675	7,150	500	500	500	4,976	10,000
pool supplies	20,000	20,000	111	4,339	2,000	500	2,000	9,000	18,000
comm events/special events	13,000	15,000	1,496	1,605			10,000	10,000	11,605
childcare/ncc	0							0	0
energy - gas	54,000	54,000	8,701	21,305	5,000	6,000	6,000	23,406	54,000
electric	90,000	90,000	7,652	48,406	8,000	8,000	8,000	43,104	91,510
comm café	0		1,003	1,938	350	1,000	250	3,000	8,000
equipment	12,850	9,000						9,000	9,000
capital	125,500	125,500	4,500	6,800				0	125,500
credit card fees	25,000	40,000	2,714	20,616	4,000	3,500	5,000	12,500	40,000
TOTAL	1,122,196	1,195,638	89,819	561,133	78,537	81,287	97,552	549,765	1,238,018
Operating Income / (Loss)	(234,972)	(116,450)	539	275,202	35,963	(12,387)	7,448	(185,565)	(297,948)

Newtown Community Center - Special Revenue Fund ESTIMATE
From December 1, 2021 through December 31, 2021

		Approved Budget-Fiscal Year 2021:							YTD 2020-2021
		2022	JULY 2021	AUG 2021	SEPT 2021	OCT 2021	NOV 2021	DEC 2021	
Revenues:	Acct:								
Federal Grants	4280	-	-	-	-	24,870	-	-	24,870
State Grants	4290	-	-	-	-	-	-	-	-
Rental Income	4291	30,000	1,645	6,088	3,336	3,866	3,703	3,575	22,212
Other Grants	4295	-	6,750	6,750	-	-	-	-	13,500
Charges for Programs	4301	88,000	87,799	40,265	21,542	28,800	14,479	23,692	216,577
Charges for Aquatic Programs	4302	160,000	31,230	24,333	18,436	25,084	5,659	21,685	126,425
Membership Fees	4303	514,224	50,022	52,905	51,019	58,285	57,301	58,562	328,094
Special Events	4304	15,000	(75)	-	-	453	500	29,807	30,885
NCC-Childcare	4306	-	-	-	-	-	-	-	-
Interest on Investments	4400	22,000	-	-	-	-	-	-	-
Misc. Revenue	4500	-	-	-	-	5,248	-	-	5,248
Income-Community Café	4510	8,000	429	133	173	482	595	580	2,392
Donations	4550	50,000	17,485	8,530	960	15,877	3,790	17,439	64,061
Donations-GE	4555	1,000,000	-	-	-	-	-	1,000,000	1,000,000
Scholarships	4560	-	-	-	-	-	-	-	-
Transfers In	4600	-	2,271	-	-	-	-	-	2,271
Interest on Investments									balance transfer in processed in 13/2021
Revenues Total		1,887,224	197,538	139,002	95,466	162,964	86,027	1,155,341	1,836,335
		Approved Budget-Fiscal Year 2021:							YTD 2021-2022
		2022	JULY 2021	AUG 2021	SEPT 2021	OCT 2021	NOV 2021	DEC 2021	
Expenditures:									
Salaries & Wages - Full time	5110	247,643	17,522	18,710	20,295	30,443	19,811	16,609	123,390
Salaries & Wages - Part Time	5115	264,500	12,958	23,222	20,547	29,556	17,678	18,826	122,786
Salaries & Wages - Seasonal	5117	-	-	-	-	-	-	-	-
Salaries & Wages - Childcare	5119	-	5,354	12,587	10,744	4,160	4,410	3,146	40,401
Group Insurance	5210	54,188	4,305	4,511	4,522	4,529	4,548	4,455	26,870
Social Security Contributions	5220	39,265	4,138	4,110	3,830	4,786	3,130	2,896	22,891
Retirement Contributions	5230	13,000	1,041	931	1,010	1,636	1,014	904	6,537
Fees & Professional Services	5301	1,500	-	-	-	628	-	-	628
Special Events	5304	-	-	-	775	-	15,180	1,339	17,294
Marketing	5330	4,000	-	126	221	564	132	350	1,393
Water/Sewers	5411	34,000	-	-	-	-	12,781	-	12,781
Repair & Maintenance Svcs	5430	28,605	(600)	3,732	252	105	3,744	4,002	11,234
Copier Leasing	5443	4,000	-	-	-	-	-	-	-
Contractual Svcs	5505	64,000	3,986	17,983	12,090	3,840	7,773	6,054	51,525
Dues, Travel & Education	5580	5,000	-	232	146	-	55	731	1,163
General Supplies	5610	10,000	(8)	285	796	2,589	2,034	2,528	8,234
Office Supplies	5611	5,750	-	71	102	87	460	1,127	1,847
Program/Recreation Supplies	5612	8,500	-	2,524	2,288	799	864	675	7,150
Pool Supplies	5614	20,000	-	2,306	168	218	1,537	111	4,339
Community Events	5617	13,500	-	-	109	-	-	1,496	1,605
Childcare/NCC	5618	-	-	-	-	-	-	-	-
Energy-Natural Gas	5621	54,000	-	3,426	4,436	4,742	-	8,701	21,305
Energy-Electric	5622	90,000	-	9,896	11,454	10,893	8,510	7,652	46,406
Community Café	5630	-	-	47	138	750	-	1,003	1,938
Equipment	5746	-	-	-	-	-	-	-	-
Capital	5749	125,000	-	-	-	-	2,300	4,500	6,800
NPC Expenditures	5804	-	-	-	-	-	-	-	-
Credit Card Fees	5895	25,000	3,270	4,870	3,452	2,860	3,449	2,714	20,616
Expenditures Total		1,111,451	51,966	109,568	97,373	102,996	109,412	89,818	561,133
Revenues over Expenditures			145,570	29,434	(1,907)	59,968	(23,385)	1,065,522	1,275,202
Beginning Fund Balance		2,449,001	2,449,001	2,594,571	2,624,005	2,622,097	2,682,065	2,650,680	3,726,203
Ending Fund Balance			2,594,571	2,624,005	2,622,097	2,682,065	2,658,680	3,726,203	3,726,203

\$51,662.86 Yearly medical benefit paid in August
\$4,305.22 monthly payment